

Lemanu Peleti Mauga
Governor

Talauega E. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director, Human Resources

Max Tuitele
Deputy Director

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: <i>Compliance Officer</i>		Posting Date: <i>April 04, 2023</i>	Serial No.: <i>062-23</i>
Department/Division: <i>Department of Correction</i>		Closing Date: <i>April 14, 2023</i>	Announcement No.: <i>062-23</i>
Type of Position: <i>Permanent Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-09/\$16,467-\$41,817p.a</i>	

General Description:

A Compliance Officer is responsible for overseeing the department's compliance with government laws and internally.

Key Duties and Responsibilities:

- Assist the Director and Department of Corrections by identifying and eliminating the risks of noncompliance, both externally and internally
- Develop internal department policies and see that they are respected
- Make sure the organization has a clearly defined program for complying with the annotated law of American Samoa
- Constantly report to management concerning the department's compliance with Laws and regulations
- Take action in dealing with noncompliance situations, creating realistic plans to overcome them
- Conduct regular audits to identify potential weaknesses and noncompliance situations
- Communicate with employees and make sure everyone is aware of what they need to do to comply with internal and external laws and regulations
- Review and evaluate overall workforce effectiveness and individual performance of staff members
- Represent the Department of Corrections in litigations
- Perform other job- related duties as assigned

Knowledge, Skills and Ability:

- Ability to interpret and implement a variety of regulatory standards and guidelines
- Ability to communicate (verbal and written) effectively and appropriately with others

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@as.gov
"Commitment to Service & Integrity"

- Able to attend trainings and conferences relating to program locally and off Island
- Skills in developing safety policies

Academic and Experience Requirements:

- Applicant must have an Associate's Degree in related field from an accredited university plus four (4) years of work-related experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources